

MENTORING SESSION #15

Name of Protégé _____
Name of Mentor _____
Date of Session _____

“I long to accomplish a great and noble task, but it is my chief duty to accomplish small tasks as if they were great and noble.”
Helen Keller

PROFESSIONAL:

Core area of focus: Staff Development

Subject: The Officer Evaluation System (OES)

Bring to the session: - Officer Evaluation System guide
- AF Form 707B, Company Grade Officer Performance Report (OPR)
- AF Form 709, Promotion Recommendation
- Resources for writing OPRs (e.g. dictionary, thesaurus, OPR Guide, etc)

1) Review the discussion concerning the Performance Feedback Worksheet from Session 7 as the first component of the Officer Evaluation System.

2) The Officer Performance Report (OPR) is the second component of the OES. Review and discuss a blank company grade OPR.

- a. Review the unique requirements for each section.
- b. Discuss the importance of writing high quality OPRs that indicate leadership potential.
- c. Share examples of effective and non-effective writing.
- d. Review and discuss effective resources available for writing OPRs.
- e. Emphasize the importance of maintaining a personal folder that contains letters of appreciation, powerful program statistics, and bullets.

3) The third component of the OES is the Promotion Recommendation Process and Form. Review and discuss a blank Promotion Recommendation Form.

- a. Discuss the importance of including distinguishing bullets (e.g. awards, strong stratification, powerful quotes, quantification of mission impact, etc) in OPRs.
- b. Discuss the promotion board process.

4) Discuss the importance of record's reviews.

PERSONAL:

1) If you were the supervisor, what type of OPR input would you want from your subordinate?

2) How do you see your writing skills impacting the lives of others? How can you enhance your writing skills?

NEXT SESSION DATE and TIME: